

GROUP	DATE	TIME	LOCATION	ATTENDANCE	REMARKS
1	10/10/2023	10:00 AM	Room 101	15	Good attendance, discussion on project progress.
2	10/15/2023	11:00 AM	Room 102	12	Some members absent, focus on action items.
3	10/20/2023	10:30 AM	Room 101	18	Excellent participation, new ideas shared.
4	10/25/2023	11:30 AM	Room 103	10	Low attendance, need to improve engagement.
5	10/30/2023	10:00 AM	Room 101	16	Regular meeting, progress on timeline.
6	11/05/2023	11:00 AM	Room 102	14	Good discussion on challenges and solutions.
7	11/10/2023	10:30 AM	Room 101	17	High attendance, productive session.
8	11/15/2023	11:30 AM	Room 103	11	Some members late, start on time.
9	11/20/2023	10:00 AM	Room 101	19	Excellent meeting, all topics covered.
10	11/25/2023	11:00 AM	Room 102	13	Good attendance, focus on next steps.
11	12/01/2023	10:30 AM	Room 101	16	Regular meeting, progress on timeline.
12	12/05/2023	11:30 AM	Room 103	10	Low attendance, need to improve engagement.
13	12/10/2023	10:00 AM	Room 101	18	Good discussion on challenges and solutions.
14	12/15/2023	11:00 AM	Room 102	14	High attendance, productive session.
15	12/20/2023	10:30 AM	Room 101	17	Excellent meeting, all topics covered.
16	12/25/2023	11:30 AM	Room 103	11	Good attendance, focus on next steps.
17	12/30/2023	10:00 AM	Room 101	16	Regular meeting, progress on timeline.
18	01/05/2024	11:00 AM	Room 102	13	Good discussion on challenges and solutions.
19	01/10/2024	10:30 AM	Room 101	18	High attendance, productive session.
20	01/15/2024	11:30 AM	Room 103	12	Good attendance, focus on next steps.

DATE CONSIDERED